**Information Technology Business Case – Section A**
**Miami-Dade County – FY 2005-06**
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MIAMI-DADE
COUNTY

**Directions:** Please complete shaded areas below.

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|---|
| **Department Name:  Miami-Dade Transit Information Technology & Support Services**<br>**Project Name:  Electronic Document Management System (EDMS)**<br>**Project Amount:  $400,000**<br>**Preparer Name & Contact Information:  Rosie Perez (305)375-3651**<br><br>**Project Type:**  Please check (√) one. |
| [x] **Enterprise**      [ ] **Communities of Interest**   [ ] **Department Specific** |
| **Funding Source:**  Please check (√) one. |
| [X] **GF Capital**        [ ] **Proprietary Capital** |
| [x] **Mandated Requirement:  Safety Guidelines**<br>(If checked (√), please indicate who is mandating this request as well as the time frame) |
| [1] **Department Priority of Initiative (1, 2, 3, etc.)** |

## Section A

**Background:**
The EDMS project will have several phases.  The initial phase will entail analyzing business processes and creating a centralized data repository to house the Transit as-built plans.  This project will include scanning all of the as-built drawings and establishing a process for storing, copying and modifying the as-builts.  The County has adopted an enterprise software solution for all electronic document storage called FYI by Identitech, which meets the needs of this project.  Phase 2 of the project is to conduct an Agency Wide analysis to create an Enterprise Document Management System that will include retention scheduling and an interface to the County Wide initiative.

**Problem Statement:**
Transit does not have a system to track changes to as-built drawings or related documents. A safety audit has mandated that Transit put in place a system to track revisions to all Transit system and facility as-builts.

**Solution:**
Use the Identitech product to implement a Configuration Management system to centrally store the Transit as-builts and track modifications. Establish an electronic approval process using workflow technology to establish a formal process for updating drawing between maintenance personnel, engineering and the Transit Change Review Board.

**Expected Benefits / Direct Payback:**
Comply with safety audit findings and provide a central repository of all Transit as-builts to facilitate access to the drawings and track all modifications.